



**JOB OPPORTUNITY
DEPARTMENT OF CORRECTIONS
WHITTLESEY ROAD
P.O. BOX 863
TRENTON, NJ 08625**



THIS POSTING IS ONLY OPEN TO THE FOLLOWING:

☐ Current Department of Corrections employees who are permanent in a competitive title, or a Civil Service Commission-approved non-competitive title, as a promotional or lateral opportunity, subject to current promotional and hiring restrictions

Issue Date: June 10, 2016

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Posting No.: 165-16

☐ Interested individuals who meet the stated requirements

TITLE: Principal Clerk Typist **SALARY:** \$34,628.13 - \$48,398.13

LOCATION: Central Office, Office of Community Programs & Outreach Services – Trenton, NJ

JOB DESCRIPTION: Under direction of a supervisory official, does clerical work including typing of a complex and/or technical nature requiring knowledge of department laws, regulations, policies, and procedures as well as the frequent exercise of independent judgment, and/or has charge of the work of a large clerical unit; does related work as required.

REQUIREMENTS

EXPERIENCE: Two (2) years of keyboarding experience which shall have included clerical work containing a relatively large proportion of difficult tasks.

NOTE: Successful completion of a clerical training program with a minimum of ***700 classroom training hours or 30 semester hour credits** in secretarial science from an accredited college or university may be substituted for one (1) year of general experience indicated above. Course work must include keyboarding skills, methods, and procedures, and other courses may include office procedures, word processing, and business English.

LICENSE: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

PLEASE INCLUDE RESUME, POSTING TITLE AND NUMBER, [*AND COPY OF TRANSCRIPTS IF APPLICABLE (UNOFFICIAL COPIES ARE ACCEPTABLE)**] IN YOUR RESPONSE. ALL ATTACHMENTS MUST BE SENT IN PDF OR WORD FORMAT ONLY. ADDITIONALLY, YOU MUST PROVIDE YOUR E-MAIL ADDRESS. TO BE CONSIDERED, RESPONSES MUST BE POSTMARKED NO LATER THAN June 24, 2016.**

Forward Response To:

Civilian Recruitment – Office of Human Resources
Central Office Regional Personnel Services, Region 6
P.O. Box 863
Trenton, NJ 08625-0863

Emailed resumes are to be sent only to:

Civilian.Recruitment@doc.nj.gov